



DATE: SEPTEMBER 24, 2010

TO: SUD STAKEHOLDERS AND REFERRAL SOURCES

FROM: BUSINESS PSYCHOLOGY ASSOCIATES (BPA)

SUBJECT: **BPA Client Intake Form Update: Collection of additional reporting information**

In an effort to serve the needs of the Department of Health & Welfare (DHW) and the statewide Problem Solving Courts, DHW has asked BPA to collect additional information to facilitate more comprehensive budget reporting. To accomplish this we have made changes to the BPA Client Intake Form.

Changes that have been made to the Client Intake form are as follows:

Page 1, Form Section: Court/Client Type

- ✓ New field to indicate if the client is on supervised or unsupervised felony probation or parole;
- ✓ New adult and adolescent check boxes to identify the type of Problem Solving Court
- ✓ New DUI Court identifier check box and;

Page 2, Form Section: Problem Solving & Child Protection Programs Only

- ✓ Addition of the Supervising Court County;

The new form is to be used on all referrals made beginning October 01, 2010. Old forms received after October 11, 2010, will be returned to the sender with a request to submit the information utilizing the new form.

Please review the attached form and contact your Regional Coordinator or our Client Services Center at 800-922-3406 should you have any questions.

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Sincerely,

BPA Operations Management